



MUNICIPAL OFFICES
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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

JOB TITLE: Public Works Director

DEPARTMENT: Public Works

STATUS: Full-Time, Administrative Exemption

JOB SUMMARY: This position has administrative and supervisory responsibilities for the operation of the Highway Department, and Solid Waste Department.

MAJOR DUTIES:

- Exercises responsibility for all construction, maintenance and repair of highways, bridges, sidewalks, sewers, public areas and the cemetery, as designated by the Town.
- Directs the work of all Highway Department and Transfer Station personnel.
- Trains and evaluates the Highway Department and Transfer Station personnel.
- Exercises responsibility for the safe, efficient and effective operation of all equipment associated with the Highway Department, and the Transfer Station.
- Recommends appropriate budgeting support for operations and capital planning.
- Receives complaints and determines appropriate corrective action and/or response.
- Provides information and recommends modifications in service to meet the public needs from the departments under his/her supervision.
- Approves driveway permit applications and may be asked to investigate compliance issues relating to site plans.
- Plans, directs, coordinates, controls and staffs all activities of the departments.
- Prepares and monitors the budget for all activities of the departments.

- Supervises all department personnel, has the authority to make recommendations on hiring, performance evaluations, discipline and termination of employment.
- Reviews and comments on subdivision and site plans for the Planning Board.
- Checks for the conformity of developments for the Planning Board.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of dam maintenance, safety and operations.
- Knowledge of the methods, materials, tools and equipment used on highway maintenance and public works projects.
- Knowledge of the work hazards, safety practices and traffic laws relating to construction equipment operation.
- Knowledge of federal, state and local regulations regarding drainage, wetlands and land development, soils and construction.
- Knowledge of the principles and practices of civil engineering as applied to municipal public works construction projects.
- Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work.
- Skill in the use of computers.
- Ability to understand blueprints, plans, maps, etc.
- Ability to use hand and power tools.
- Ability to perform manual labor and make minor repairs on equipment.
- Ability to perform frequent strenuous physical effort under adverse weather conditions
- Ability to read and follow state and local laws, rules, regulations and policies and procedures.
- Ability to detect errors in equipment operations and maintenance.
- Ability to plan for municipal needs.

- Ability to delegate and distribute personnel and to direct, coordinate, supervise and review the work of others.
- Ability to express ideas effectively, verbally and in writing.
- Ability to prepare reports and maintain records.
- Ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors and the public.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the job usually associated with having had at least 10 – 12 years of experience in a senior level supervisory position directly related to operations.
- Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated (Commercial Driver's License, CDL-B).